Saskatchewan
Advanced
Education and
Manpower

Non-Status Indian and Metis Program (N.S.I.M.)

Policy and Procedures Manual

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NON-STATUS INDIAN METIS PROGRAM

POLICY AND PROCEDURES MANUAL

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NON-STATUS INDIAN AND METIS PROGRAM

POLICY AND PROCEDURES MANUAL

I. AIM

The NSIM program seeks to promote a full range of training activities designed to enable Native people to participate on an equal footing with other people in the economic, civic and social life of the community.

II. SPECIFIC OBJECTIVES

The specific objectives of the NSIM program include the following:

1. To help Native peoples upgrade their academic knowledge and skills by funding various levels of Adult Basic Education.

2. To assist Native peoples to obtain employment-related training which does not qualify for Special Incentives Program support.

III. TYPES OF TRAINING

NSIM assistance is available for the following three major categories of programs:

1. Adult Basic Education - including academic upgrading, pre-trades, occupational orientation, job-readiness training, life skills and English as a Second Language.

2. Non-credit training directly related to employment (eg., trapping, logging). When training is requested for the purpose of establishing a business, it will not be authorized unless those requesting the training can establish (eg. by a market analysis), that a viable business will result, providing employment.

3. Full-time and part-time credit training.

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IV. COLLEGE NATIVE ADVISORY COMMITTEES (CNAC)

A Native Advisory Committee in each college region will provide input to the college regarding the NSIM program. Meetings of the CNAC will be called by the college.

1. Role of CNAC's

The role of CNAC's shall be to advise the community college of training needs of Native people within the college region. The CNAC may do this by making proposals to the community college or by making recommendations on proposals being considered by the college.

The college may seek CNAC advice and assistance on all matters relating to the NSIM program, for example, the suitability of various programs, selection of candidates for programs, selection of an NSIM co-ordinator, and the use of NSIM funds assigned to the college region. As well, the CNAC may bring to the attention of the college, problems being encountered by Native students along with suggestions as to how these problems might be resolved.

2. Membership and Appointment of CNAC's

(i) Each community college (except the Saskatchewan Indian Community College) shall form a CNAC from residents within their region.

(ii) The membership of the committee will be limited to a maximum of ten people, with a majority of members being Non-Status Indians and/or Metis.

(iii) One member of the committee shall represent the college. Other college staff will resource the committee as required.

(iv) One member of the committee shall be the Department field representative.

(v) The college may request representation on the committee from Friendship Centres, Native womens' organizations, or from the Native population at large.

(vi) The college may select one member from the business community or a pertinent agency within the region.

(vii) The college will invite the locals of the AMNSIS area or areas in its region to nominate up to five candidates for the CNAC. Where a college region includes

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more than one AMNSIS area, the college will determine the appropriate number of candidates from each.

(viii) The members of the committee will be formally appointed by the college board.

(ix) CNAC members may be re-appointed for additional terms.

3. Length of Appointment

(i) Appointments shall be for a two-year term.

(ii) In the event of a resignation, the appropriate organization will be requested to nominate a new representative.

(iii) Any CNAC member who ceases to reside within the college region will automatically have their committee membership terminated.

(iv) The CNAC may advise the college to terminate the membership of a committee member who has missed two or more scheduled meetings.

4. Payment of CNAC Expenses

(i) An honorarium of $40.00 will be paid by the college only to persons not on college salary or who lose salary to attend meetings.

(ii) Travelling and sustenance costs will be paid by the college according to the PSC rate and regulations for CNAC members who are not supported by an agency to participate on the committee.

(iii) Prior approval of the college and field representative is required for out-of-region meetings for which honoraria and expenses may be claimed.

V. ASSISTANCE AVAILABLE

Assistance available under this program includes (except where SIP applies):

1. Course costs or tuition paid directly to the approved training centre, both for full-time and part-time students.

2. Textbooks and supplies (except daily writing materials) specified by the school as being required, both for full-time and part-time students.

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3. Training allowances based on actual course attendance. (Where SIP does not apply).

4. NSIM funding will not be used in lieu of Canada Manpower Training Program funding or for general interest courses which are available to all people including Native people.

VI. QUALIFYING REGULATIONS

1. To be Eligible for Assistance, an Individual must:

   (i) Be a Non-Status Indian or Metis. The individual will sign an application form declaring native ancestry.

   (ii) Be a Canadian Citizen and resident of Saskatchewan.

   (iii) Not be eligible for Assistance from the Department of Indian Affairs and Northern Development.

   (iv) Be 17 years of age or over and out of school for one year except those special cases where persons are between ages 16 and 17 years and require training in an adult environment.

   (v) Possess a valid Saskatchewan Health Services Card before applying for the NSIM program.

   (vi) Students applying for courses judged by the Department to be a duplication for ones previously taken will not be approved.

2. To Qualify for Training Allowance, an Individual must:

   (i) Attend full-time training (a minimum of 25 hours per week or as specified by the training institution as a full-time course and at least one-week in length) in courses recognized by the Department of Advanced Education and Manpower.

   (ii) Be under 65 years of age.

   (iii) Not be employed over 24 hours per week during the training period.

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VII. DIVISION OF RESPONSIBILITIES

1. Community Colleges

(i) Establish and maintain Native Advisory Committees in accordance with the guidelines and pay committee expenses as indicated in IV., 4. (refer to IV., 4 page 3).

(ii) Provide for the identification of Native training needs.

(iii) Provide for counselling and support for trainees, whether by hiring staff specifically for the NSIM program or by existing staff. When a college designs a job description for staff to be hired specifically for the NSIM program, the need for the following skills, abilities, and qualifications should be taken into account:

(a) Skills in counselling Native people in group and individual situations.

(b) Thorough understanding of Native culture and history.

(c) Ability to relate to and work with other agencies and community organizations.

(d) Ability to relate to, and work with Native people.

(e) Skills in reporting and dealing with documentation.

(f) Ability to resource the Native Advisory Committee.

(g) Human relation skills needed for working with college staff, instructors, etc.

(h) Ability to find information required by individuals.

(i) Skills in needs identification.

(j) Ability to work independently.

(k) Qualifications: A minimum of one-year post-secondary training and two years of related experience or an equivalent combination of training and related experience.

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(iv) Prepare course requests complete with budgets.

(v) Provide instructional services including instructors, space, supplies, and equipment.

(vi) Sign individual application forms, indicating college acceptance of individuals into a program.

(vii) Monitor trainees' progress to justify their occupying seats in college program.

(viii) Ensure transfer of all required program documentation to the Department of Advanced Education and Manpower.

(ix) Control NSIM expenditure to remain within allocated amount(s).

2. Department of Advanced Education and Manpower

(i) Establish NSIM budgets.

(ii) Allocate NSIM funds to colleges.

(iii) Establish training and certification standards.

(iv) Administer training allowance regulations.

(v) Provide for an annual program evaluation.

(vi) Clarify NSIM program guidelines and procedures to college staff and/or Metis and Non-Status groups.

(vii) Authorize NSIM training courses.

(viii) Approve individuals' applications for training.

(ix) Establish a provincial Native Advisory Committee.

(x) Monitor college NSIM expenditures to ensure that the expenditures are within allocations.

(xi) Review and approve college plans for utilization of support funding (VIII., 2.).

VIII. FINANCIAL POLICY (Applied in the North as determined by Northern Branch of Advanced Education and Manpower)

1. The Department of Advanced Education and Manpower will

allocate NSIM funds to community colleges, taking into account such factors as past performance, NSIM population, number of Native population centres, etc., as applicable.

2. Funding to colleges will include a specified amount for provision of staff or staff time to do need identification and counselling and support for Native Trainees, as well as for maintaining the advisory committee. Each college will provide its plan for the utilizing of these funds to the Department of Advanced Education and Manpower for review and approval prior to July 1.

3. The provincial NSIM program will continue to contribute its share toward the sponsored program support cost formula, according to the size of its course cost budget, to maintain colleges' capacity to deliver sponsored programs.

4. Colleges will bill the Department for all NSIM direct course costs.

5. The cost of any NSIM-sponsored student or activity in the college region will be charged to its allocation.

IX. FINANCIAL PLANNING

1. Budget Development

The Department of Advanced Education and Manpower will incorporate into its regular budgetting cycle, an NSIM funding level based on its assessment of need.

2. Budget Allocation

After the Provincial Budget has been tabled in the Legislature, the Department of Advanced Education and Manpower will inform each college of its NSIM program allocation.

NSIM program funds not required in one community college region may be allocated, by the Department, to another college region.

3. Training Allowances

Allowances are available for students in ABE and such other training as is excluded from SIP loan-bursary-grant. (III., page 1).

The Department of Advanced Education and Manpower administers the allowances and issues cheques.

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(i) Training allowance is available for students at the rate approved by Treasury Board.

(ii) Payment of training allowances is based on daily attendance in class.

Attendance Regulations:

(a) A statutory holiday - provided the student is eligible for allowance on BOTH the full training day before and the full training day after the holiday.

(b) A local holiday when the training centre is closed.

(c) Illness, medical appointments or compassionate leave - to a maximum of one-half (1/2) day for each week of classes attended. Sick leave is cumulative but cannot be taken in advance of being earned.

(d) During the extended holiday period at Christmas (as noted in the Training Schedule) allowances will be paid provided that the student is eligible for allowance on BOTH the full training day before and the full training day after the holiday period. If eligible for allowances for only one of these days, half the holiday period will be paid.

(iii) Training allowance cheques will be mailed every two weeks by the Department to the approved training centre for distribution to each student.

(iv) Unearned, incorrect or unclaimed allowance cheques must be returned immediately to the Department of Advanced Education and Manpower.

(v) Adjustments to the amount of the allowance due to change in marital status, number of dependents, or other circumstances:

(a) Will be considered by the Department of Advanced Education and Manpower only upon written notification from the student. The request is to be submitted to the AEM field representative for forwarding to the NSIM Co-ordinator, Department of Advanced Education and Manpower.

(b) If approved, the change in allowance will be retroactive to the Monday of the week in which the NSIM Co-ordinator, Department of Advanced Education and Manpower received notice in writing of a change to their situation.

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X. COURSE DELIVERY THROUGH COMMUNITY COLLEGES

1. When the community college has identified the need for a course, it will be responsible to ensure that there are a sufficient number of student applications to allow it to proceed with the organization and delivery of the course.

2. The community college will prepare a detailed budget of course costs, and allowance estimates, which will make up part of the course request, using departmental format.

3. Course request forms must be forwarded to the Department of Advanced Education and Manpower field representative at least two weeks prior to the starting date of the training. The field representative will issue a course authorization for each course. In case a course requested is not clearly the type of training qualifying for NSIM funding, the field representative will forward it, with his/her recommendation, to the provincial NSIM co-ordinator.

4. Upon receiving the course authorization, the college will make the necessary arrangements for course delivery (eg., hire the instructor, rent the facility, purchase materials, etc.).

5. The college will provide documentation as required by the Department (eg., in ABE upgrading, grade level on entry and exit).

XI. APPLICATION

1. All students who wish to enter any course (including part-time) must complete an application form and submit it to the college prior to attending a class. Students will be required to submit an updated application form on the first day of the class.

2. All details requested on the application form must be complete or forms will be returned for completion. This may cause a delay in student acceptance into the course, and receiving living allowance.

XII. APPEAL MECHANISM

In case of any disagreements which cannot be resolved within the region, the Advanced Education and Manpower field representative will refer the matter to the provincial NSIM co-ordinator, Advanced Education and Manpower for appropriate action.

XIII. PROVINCIAL NATIVE ADVISORY COMMITEE

A Provincial Native Advisory Committee will advise the Department of Advanced Education and Manpower on all its Native programs with a view to improving their effectiveness and co-ordination.